

Minutes of the Human Resources Committee

Tuesday, May 20, 2014

Chair Zimmermann called the meeting to order at 1:00 p.m.

Present: Supervisors Dave Zimmermann, Pauline Jaske, Mike Crowley, Christine Howard, Jennifer Grant, Jeremy Walz, and Larry Nelson.

Also Present: Chief of Staff Mark Mader, County Clerk Kathleen Novack, Deputy County Clerk Kelly Yaeger, Human Resources Manager Jim Richter, Training Coordinator Deb Kneser, Senior Human Resources Analyst Renee Gage, Employee Benefits Administrator Pete Hans, Human Resources Analyst Andrea Mohr, Accounting Services Coordinator Cynthia Lilley, Children & Family Services Manager Lisa Roberts, and Senior Financial Analyst Clara Daniels. Recorded by Mary Pedersen, County Board Office.

Chair's Executive Committee Report of 5-19-14

- Supervisor Peter Wolff was elected secretary of the Executive Committee and Walter Kolb is vice chair.
- County staff went to Chicago to review the County's triple-A bond rating with Moody's and Fitch.
- Approved two ordinances and three appointments.
- The *Freeman* was approved as the official County newspaper.
- Approved the audit scope for third party billing in the Mental Health Division.
- Heard committee reports by standing committee chairs.
- Heard an update on information technology projects.

Schedule Next Meeting Date

- June 17

Committee Welcome and Opening Remarks by Chair

For quorum purposes, Zimmermann asked supervisors to contact Mary Pedersen in the County Board office if they will be absent or late. He asked them to raise their hand and wait to be called on. Zimmermann asked that general questions wait until the end of a presentation but questions pertinent to the discussion at the moment can be asked right away. It is important to stay on the agenda and be respectful of others' opinions and comments. Most of the work is done in committee so it is important to ask questions here and be prepared for the County Board floor.

Nomination and Election of Vice Chair and Secretary

MOTION: Zimmermann moved, second by Howard to nominate Mike Crowley as vice chair of the Human Resources Committee.

MOTION: Jaske moved, second by Walz to nominate Jennifer Grant as vice chair of the Human Resources Committee.

MOTION: Howard moved, second by Nelson to elect Mike Crowley as vice chair of the Human Resources Committee. Motion carried 4-3. Jaske, Grant, and Walz voted no.

MOTION: Zimmermann moved, second by Jaske to elect Jennifer Grant as secretary of the Human Resources Committee. Motion carried 7-0.

Discuss Committee Duties and Responsibilities as Contained in the Code of Ordinances

Mader highlighted the County Code as it relates to Human Resources Committee's duties and responsibilities. This committee has oversight of the County Board, County Executive, Corporation Counsel, County Clerk, Sheriff's Grievance Committee, and Sheriff's Civil Service Commission. The latter two are mostly handled by the Human Resources Division and rarely will those matters come before this committee. This committee reviews and approves human resources policies on a countywide basis, new position requests, position reclassifications, and abolished positions. This committee also plays a role in determining wages and benefits. Mader advised that all meetings are recorded which are made available to the media and citizens upon request. County Board staff are always available to answer questions and help with requests.

Educational Overview of the County Clerk's Office

Novack and Yaeger were present to give an overview of the County Clerk's Office as outlined in their handout including statistics on licensing, elections, departmental responsibilities, and legislative support and administrative services. Novack said the office has four full-time staff members (including the County Clerk and Deputy County Clerk) and one temporary part-time. They may hire an additional temporary part-time staff member as they near the August primaries and November election. The office prepares applications and issues marriage licenses and declarations of domestic partnerships. They also administer the dog licensing program with municipalities and the Parks & Land Use Department. They are an acceptance office for U.S. passports. The office prepares and distributes ballots for federal, state, county, and municipal elections. They work with municipalities on election training and receive and tabulate election results. They administer campaign finance rules and are the filing office for county contests. They are the clerk to the County Board which includes posting agendas, taking minutes at County Board meetings, programming and running the voting board, and publishing ordinances and resolutions. The County Clerk's Office is the custodian of all records of the County Board and all other records as required by statute.

Review and Accept the Annual Report of the County Clerk's Office

Novack reviewed the Annual Report of the County Clerk's Office as outlined which included information on 2012 and 2013 revenues from the issuance of marriage licenses, dog licenses, declaration of domestic partnerships, and passports. Also included was information on expenditures and budget highlights. Novack explained she would be submitting a revised annual report for the County Board meeting.

Jaske asked if they can charge administrative costs for dog licenses. Novack said no, none of those revenues stay in her office but this is something she would like to look into to have changed.

MOTION: Crowley moved, second by Jaske to accept the 2013 Annual Report of the County Clerk's Office. Motion carried 7-0.

Educational Overview of the Human Resources Division

Richter, Hans, Gage, Kneser, and Mohr were present to give an overview of the Human Resources Division as outlined in a handout. The functions of the division include recruitment and selection, training and development, performance evaluations, information systems, newsletters and communications, clinic and Health Advancement Program, organizational studies, classification and

compensation, manager and supervisor consultation, collective bargaining, benefit design and administration, policy and procedures, grievances and employee relations, employee orientation, employee leave and retirement planning, and diversity and inclusion. The division has 12 full-time equivalent (FTE) staff members. There are 17 County departments and the County employs 1,360 full and part-time employees: 1,210 are non-represented and 150 are deputy sheriffs and detectives represented by the Wisconsin Professional Police Association (WPPA) collective bargaining group.

At Zimmermann's request, Kneser gave examples of current Lean Government initiatives in the County and how they are facilitated.

Ordinance 169-O-020: Modify The 2014 Health And Human Services Budget To Accept Additional Revenue And Expenditures Related To The Children With Special Needs Program And Create Two Positions

Lilley and Roberts discussed this ordinance which authorizes the department to accept and appropriate \$1,536,925 of additional state funding for the Children with Special Needs Program to serve additional children with long-term support needs. A portion of this increase (\$688,390) will continue in future years to fund new children on the caseload. Lilley said the remaining \$845,535 is short-term funding for two years to fund new children on the waitlist and 16-year olds who will be aging out of the system when funding ends, and into adult services.

In order to manage the increased caseload (46 long-term and 19 short-term) staff has determined that additional positions are necessary. This ordinance authorizes creating two full-time equivalent (FTE) Social Worker positions effective July 1, 2014. The positions are projected to generate approximately \$9,858 of revenue from billable hours in 2014 once the personnel are trained. The ordinance appropriates fee revenues of \$9,858 and State Stop Gap Funding of \$65,492 to fund personnel costs for the period of July through December 2014 (\$68,890), computer equipment and mileage costs (\$5,740), and telephone charges (\$720).

The full-year cost impact of the positions is \$124,100. The department will manage the 2015 projected year budget impact within base budget resources including unfunding and or abolishing the position(s) as necessary. The two positions are projected to generate approximately \$78,900 per year in client service coordination billable hours. Lilley said these are sunset positions and will be reduced or terminated as funding is reduced or terminated. She noted the funding is expected to end in 2015.

To answer Howard's question, Roberts said there are currently about 316 children on the wait list. Only 8 to 12 children are taken off the wait list each month and placed for services so there is a big need out there.

MOTION: Nelson moved, second by Howard to approve Ordinance 169-O-020. Motion carried 7-0.

MOTION: Crowley moved, second by Jaske to adjourn at 2:37 p.m. Motion carried 7-0.

Respectfully submitted,

Jennifer A. Grant
Secretary